



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE AND EVALUATION**

---

***SECTION I - Identification***

---

**Working Title:**  
Library Manager

**Department:**  
Transportation

**Class Code Number:** 254216

**Division & Bureau:**  
Engineering Division

**Class Code Title:**  
Librarian

**Section & Unit:**  
Research Section

**Pay Band:** 6

**Work Address:**  
2701 Prospect Ave.  
Helena, MT 59601

**Position Number:** 40107

**Phone:** 406-444-7693

☐ FLSA Exempt

☒ FLSA Non-Exempt

**Profile Completed By:**  
Sue Sillick Research Programs Manager  
Brian Cameron, CMS, LLC

**Work Phone:**  
406-444-7693  
406-442-4934

***Work Unit Mission Statement or Functional Description:***

The MDT's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Highways and Engineering Division prepares projects for bidding and coordinates highway construction. The Division is made up of the Materials, Construction, Right-of-Way, Bridge, Traffic and Safety, Environmental Services, Engineering Oversight, and Preconstruction bureaus; the CADD Systems and Engineering Management Support sections; and five District Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes.

The Division's Research Section is responsible for directing and administering the Research Program, Experimental Projects Program, and Technology Transfer Program. The Section evaluates research ideas to determine their potential for productive research projects; directs and oversees various research contracts with universities, other government agencies, and/or private consultants; implements research findings; and shares results through the Technology Transfer Program.

The Research Program identifies and implements research projects to improve Department operations and the statewide transportation system. The Experimental Projects Program requires a proactive approach to determine construction and maintenance problems, finding and implementing solutions to

these problems, and sharing the results of experimental projects through the Technology Transfer Program. The Technology Transfer Program includes a library, peer exchanges, newsletters and other outreach materials, research seminars and symposia, and literature search services.

***Describe the Job's Overall Purpose:***

This position serves as MDT's Library Manager and is responsible for coordinating the ongoing development and administration of multiple libraries, systems, and services. This is a solo librarian position, including administration, technical and public services, outreach, and training. The position is responsible for providing effective planning; cataloguing and classification; access, circulation, and security; research assistance; training; and other services. The position is also responsible for coordinating ongoing budget and accounting functions of the Research Section; developing and coordinating a range of communication and outreach activities and materials; and performing a variety of other duties as assigned. The position reports to the Research Programs Manager and does not directly supervise others.

<b>SECTION II - Major Duties or Responsibilities</b>		<b>% of Time</b>
<b>A.</b>	<b><u>LIBRARY DEVELOPMENT AND ADMINISTRATION</u></b>	<b>65%</b>
1.	Develops plans, policies, procedures, and priorities for MDT libraries to provide effective library services for Department-wide staff and programs. This includes integrating multiple physical and virtual library systems and collections (e.g., Engineering, Aeronautics, Organizational Development, etc.) with changing program needs, new technologies, and library management practices.	
2.	Develops and coordinates systems and procedures for library access, cataloguing, research/reference, circulation, security, information sharing, and other services. Evaluates the needs of library clients, existing business practices, new technologies, and other factors to establish systems and procedures that maximize library resources in meeting changing service demands.	
3.	Develops and coordinates a cataloguing and classification system for various MDT libraries to provide efficient access, circulation, and maintenance of collections. Coordinates with program staff, information systems specialists, other Library managers and staff, and others to ensure that systems are effective in meeting client needs.	
4.	Develops and manages library collections and resources by coordinating the selection and procurement of physical and virtual materials; overseeing circulation procedures; and coordinating library updates, consolidation, disposal, and other maintenance activities. Evaluates information needs of various programs and recommends acquisitions based on specific needs and available information sources.	
5.	Coordinates professional specialized research services to provide timely, accurate, and applicable information and assistance to clients. This involves analyzing client needs through research interviews; researching scientific, technical, legal, and other information sources to extract and compile the most accurate and applicable information; disseminating information to clients; and providing guidance and technical assistance on information materials and tools. Research services and literature searches include physical, database, and web-based information sources.	
6.	Develops and delivers training and technical assistance to ensure that clients are familiar with library systems, tools, and procedures. Evaluates client needs, operational changes, and other	

factors to develop information materials related to library access and security, web-based tools, research services, cataloguing and classification systems, and other issues. Provides library orientation to new clients and offers specialized training and technical assistance on specific issues (e.g., navigation tools, data reporting, etc.).

7. Develops and administers operational budgets for MDT libraries based on system development activities, technologies, resource requirements (i.e., human, material, and financial), vendor services, and other factors. Monitors project expenditures to maximize resources and ensure appropriate and necessary expenditure of funds. Provides budget reports to the Research Programs Manager to assess budget deficiencies, allocations, trends, and anomalies and resolve problems.
8. Assesses the effectiveness of library operations and services to maintain efficiency, quality customer services, and cost-effectiveness. This involves analyzing library operations, resources (i.e., human, material, and financial), and customer feedback; evaluating other transportation libraries and systems; and developing and implementing enhancements. Communicates changes with MDT managers and clients to promote benefits and resolve concerns.

## **B. BUDGETING AND ACCOUNTING**

**15%**

---

1. Provides information for the preparation of the Research Section's biennial budgets. This involves forecasting annual expenditures based on factors such as historical expenses, proposed initiatives and ongoing activities, types of planned projects, inflation, procedural changes, and other factors. Develops recommendations for budget allocations and recommends spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
2. Monitors program expenditures to ensure that money is allocated as designated and tracks funding levels through review of financial reports and approval of expenditures. Reviews and approves all requisitions, payrolls, expense claims, vendor claims, etc. for the Section to ensure budgets are not exceeded and Department resources are used in the most efficient manner possible.
3. Coordinates and monitors contracts for services to ensure conformance with terms and conditions of various agreements, track and report on project progress, and resolve technical or procedural problems. This includes responsibility for developing the scope of research projects, coordinating recruitment and evaluation procedures, recommending qualified vendors, and monitoring service delivery.
4. Coordinates procurement processes for the Section, including responsibility for developing specifications, ensuring compliance with Department procurement practices, developing budget justifications and submitting requests, and integrating equipment into Section practices to ensure maximization of resources.
5. Reviews and processes vendor claims and payments to ensure accuracy and timeliness. This involves reviewing invoices and payment terms, verifying goods and services received, and approving payments. Identifies and resolves errors and discrepancies through accounting procedures, personal contacts with vendors, and discussions with other fiscal and accounting staff as necessary.

## **C. COMMUNICATION AND OUTREACH**

**15%**

1. Develops and produces a variety of information and outreach materials, includes writing and packaging (e.g., brochures, newsletters, reference cards, etc.) to promote new library systems and services; inform clients of procedural or technological changes; update people on new research methods and resources; and share other information.
2. Coordinates the development and maintenance of online library features to enhance the accessibility, efficiency, and cost-effectiveness of library research, cataloging, and assistance services. This includes coordinating with other programs and information systems specialists to integrate hyperlinks, database features, navigation tools, text and photos, and other library resources with web pages.
3. Develops a variety of technical reports, abstracts, and research summaries to provide accurate and complete information to clients and cooperators, includes writing and packaging. Analyzes source data (e.g., project plans, research findings, references, etc.), consults with project teams and specialists (e.g., engineers, accountants, attorneys, etc.), and develops reports according to specific client needs and project requirements.
4. Develops and/or delivers technical and research presentations to explain and justify methods, procedures, outcomes, and implications of specific projects. Designs presentations using PowerPoint, statistical representations, printed and online media, and other tools as appropriate.
5. Coordinates the Department's involvement with the national TRIS and RIP Databases to ensure that MDT's research programs, projects, and publications are included and available. Monitors database entries to determine research trends, gaps, duplications, etc. and adjust projects accordingly. . Coordinates with other DOT libraries to address MDT's needs and promote effective library practices
6. Represents MDT's Research Section at a variety of meetings and events (e.g., technical panels, research teams, professional conferences, etc.) to promote cooperation and consensus on issues affecting MDT libraries. Exchanges information on library systems, tools, procedures, and resources.

## **D. OTHER DUTIES**

**5%**

Performs a variety of other duties as assigned by the Research Programs Manager to support program goals and objectives. This includes directing special projects, attending ongoing training and education, and performing a variety of other duties as assigned.

2. ***Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position include:***  
Problems and decisions relate to planning and administering multiple libraries and related systems, tools, procedures, and requirements. The position integrates the needs of various client groups (e.g., executive managers, engineers, accountants, etc.), available resources and technologies, and applicable State and federal requirements into a unified central library system. Individual research projects may require the incumbent to analyze complex technical, scientific, legal, and other professional data formats. The position is also responsible for coordinating various program budgeting and outreach functions within the Research Section.
3. ***The most complicated aspect of this position is:***  
The most complex aspects of the position involve independent analysis and evaluation of

business and engineering processes, library system requirements (e.g., cataloguing and classification, database operations, access and security issues, etc.), applicable policies and procedures, new technologies, available resources, and other factors to ensure the effective development and administration of the Department's library resources. This frequently involves the development of innovative solutions to new or unique process needs.

**4. *Guidelines, manuals, or written procedures that support this position include:***

The position is expected to develop operational plans and establish priorities and objectives for MDT's libraries that are consistent with broader Section goals and Department needs and requirements. General guidelines are set forth through Division plans and project objectives, policy and procedure manuals (e.g., MOM, ARM, MCA, etc.), MDT requirements, and professional standards. The position may research, evaluate, and incorporate various technical data for specific projects. Limited assistance in library coordination and research is available from the Research Programs Manager, and State Library System cooperators in identifying tools, techniques, and sources of information.

**5. *Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" that must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)***

Duty A: Library Development and Administration

Duty B: Budgeting and Accounting

Duty C: Communication and Outreach

The following mental and physical demands are associated with these essential functions:

**PHYSICAL**

- Light lifting (less than 10 lbs.)
- Carry light items (e.g., papers, books, small parts, etc.)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Limited travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

**MENTAL**

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

6. **Does this position supervise others?** ☐ Yes ☒ No

Number directly supervised: N/A

Complexity level of the positions supervised: N/A

Position Number(s) of those supervised: N/A

7. **This position is responsible for:**

☐ Hiring

☐ Firing

☐ Supervision

☐ Pay Level

☐ Performance Management

☐ Promotions

☐ Discipline

☐ Other:

8. **Attach an Organizational Chart.**

ATTACHED

---

**SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.**

---

**Critical knowledge and skills required for this position:**

**KNOWLEDGE:**

This position requires knowledge of the theories, principles, and practices of professional library administration, a thorough knowledge of library science; advanced research strategies; and technical and statistical analysis. The position also requires knowledge of budgeting and accounting, business and technical communications project planning, customer service standards, desktop publishing, integrated library systems, and data management tools and techniques.

**SKILLS:**

The position requires skill in managing complex and varied research projects; developing and analyzing technical references and reports; communicating well with people of varied technical levels; managing multiple tasks and workflow; and maintaining project goals, timelines, and standards.

**Behaviors required to perform these duties?**

- **Analytical/Interpretive Thinking:** Accurately applies general scientific and technical principles, standards, and methodologies requirements to specific research projects and program needs.
- **Decision Making:** Evaluates multiple and ambiguous factors to resolve problems. Develops technically defensible methods and procedures in response to research needs and specialized program problems.
- **Communication:** Translates technical information to audiences of varied technical levels. Proposes and promotes library services, accomplishments, and opportunities; delivers public presentations; and explains and defends research methods, findings, and recommendations.
- **Independence of Action:** Determines appropriate responses to problems and opportunities affecting Department libraries with minimal assistance or precedent.

- **Flexibility:** Remains open-minded and changes opinions on the basis of new information; performs a wide variety of tasks and changes focus quickly as demands change; manages transitions effectively from task to task; adapts to varying customer needs.
- **Leadership:** The incumbent acts as a resource to others; performs effectively under pressure, adapts to change, and completes project tasks under changing conditions; commands respect; sets an example for others by establishing challenging work goals; reacts positively to problems or challenges; takes effective action without being told; and provides vision and direction for the completion of projects.
- **Problem-solving:** The incumbent is innovative and generates original or unconventional perspectives and original approaches; develops new and improved statistical methods and procedures; applies new and evolving ideas, methods, designs, and technologies; uses broad analytical experience and expertise to solve problems in a faster, more effective manner; thinks on his or her feet; optimizes past practice in approaching new situations; and thinks of methods, supplies, and resources that can be used to achieve project objectives in a tight budget environment.

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input type="checkbox"/> Related Bachelor's Degree                       |
| <input type="checkbox"/> 1-year related college/voc. training | <input checked="" type="checkbox"/> Related Master's degree              |

**Please specify the acceptable and related fields of study:**

**Required/Acceptable:** Masters' in Library Science from an ALA accredited institution

**Related:** None.

**Other education, training, certification, or licensing required (specify):**

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |  |                                  |                                  |                                  |                                   |                                  |
|--|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> None                      | <input type="checkbox"/> 1 year  | <input type="checkbox"/> 2 years | <input type="checkbox"/> 3 years | <input type="checkbox"/> 4 years  | <input type="checkbox"/> 5 years |
| <input type="checkbox"/> 6 years                   | <input type="checkbox"/> 7 years | <input type="checkbox"/> 8 years | <input type="checkbox"/> 9 years | <input type="checkbox"/> 10 years |                                  |
| <input type="checkbox"/> Other _____ (be specific) |                                  |                                  |                                  |                                   |                                  |

**Other specific experience (optional):** Experience in a transportation, engineering, or research-based academic field is preferred.

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

**Alternative qualifications include:** Candidates with another relevant Bachelor's degree plus two (2) years of experience in library science may be considered on a case-by-case basis.

---

***SECTION IV – Other Important Job Information***

---

NONE SPECIFIED



---

**SECTION V – Signatures**

---

Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Name: Jennifer Jensen Title: HR Division Administrator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_